



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER
4700 KING STREET
ALEXANDRIA VA 22302-4418

CFSC-CYS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army School Liaison Officer Handbook

1. References:

a. Memorandum, HQ CFSC, CFSC-CYS, 17 Jul 00, subject: Child and Youth Services (CYS) Organizational Structure

b. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 25 October 1998

c. AR 608-10, Change 1, Child Development Services, 15 August 1997

2. The purpose of this memorandum is to authorize use of the Army School Liaison Officer Handbook as procedural guidance for defining and outlining the roles and responsibilities of installation School Liaison Officers (SLOs) effective October 2003.

3. Handbook content applies to all Army SLOs to ensure consistency and predictability in implementing the School Liaison Services mission Army-wide. Distribution of the enclosed SLO Handbook will be done in connection with Army School Liaison Officers Training 28-31 July 2002 in San Antonio, Texas.

4. This memorandum and its enclosure (i.e., the SLO Handbook) constitute the most current procedural guidance from Headquarters, Department of the Army in accordance with ref 1.b at paragraph 8-24c (17) and ref 1.c at paragraph 2-2b (10).

5. The U.S. Army Community and Family Support Center point of contact is Ms. Sonia Wriglesworth at e-mail: Sonia.Wriglesworth@cfsc.army.mil or DSN 761-7200 or commercial (703) 681-7200.

FOR THE COMMANDER:

Encl

SIGNED

PETER H. MARTINI
LTC, IN
Chief of Staff

CFSC-CYS

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